

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WKR III

Function Code: 1981-040

Position Title: CPSW – Special Investigations

Date Established: 08/15/88

Position Number: 11757

Date of Last Amendment: 12/15/05

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children in out of home institutional placements pursuant to RSA 169-C for the NH Division for Children, Youth, and Families and provide protection of children.

ACCOUNTABILITIES:

- Conducts comprehensive investigations of suspected child abuse and neglect allegations in both licensed and unlicensed out of home placements statewide.
- Interviews the victims and perpetrator of the report within prescribed timeframes according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and/or placement and recommends course of action.
- Documents evidence to substantiate reports of child abuse and neglect.
- Interprets state and agency mandates, rules, and regulatory requirements to residential, foster care and institutional providers and to the public.
- Prepares the court reports and witnesses for testimony, compiles evidence, and presents direct testimony.
- Counsels the child, family, or caretakers for change of placement or case plan.
- Conducts internal investigations as directed and makes recommendations based upon/via BRIDGES/CIS information and other required documents.
- Works with law enforcement, agency and provider staff.
- Conducts oral presentations for public and private agencies or groups to inform them of agency policies and practices.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker III.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

Special Requirements: Must be available for non-traditional work hours to meet the needs of children and families.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Maggie Bishop, Administrator III, #11750

Reviewer's Signature

Date

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date Reviewed

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name and Title, Position #: Marci Morris, Administrator II, #11890

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: CHILD PROTECTIVE SERVICE WORKER IV

Function Code: 1982-040

Position Title: CPSW – Special Investigations

Date Established: 08/15/88

Position Number: 11757

Date of Last Amendment: 12/15/05

SCOPE OF WORK: Investigate reports of alleged abuse/neglect of children in out of home institutional placements pursuant to RSA 169-C for the NH Division for Children, Youth, and Families and provide protection of children.

ACCOUNTABILITIES:

- Conducts comprehensive investigations of suspected child abuse and neglect allegations in both licensed and unlicensed out of home placements statewide.
- Interviews the victims and perpetrator of the report within prescribed timeframes according to the risk to the child and validity of the report and recommends action.
- Evaluates the risk to the child to remain in the home and/or placement and recommends course of action.
- Documents evidence to substantiate reports of child abuse and neglect.
- Interprets state and agency mandates, rules, and regulatory requirements to residential, foster care and institutional providers and to the public.
- Prepares the court reports and witnesses for testimony, compiles evidence, and presents direct testimony.
- Counsels the child, family, or caretakers for change of placement or case plan.
- Conducts internal investigations as directed and makes recommendations based upon/via BRIDGES/CIS information and other required documents.
- Works with law enforcement, agency and provider staff.
- Conducts oral presentations for public and private agencies or groups to inform them of agency policies and practices.

MINIMUM QUALIFICATIONS:

See class specification for Child Protective Service Worker IV.

License/Certification: Valid driver's license and/or access to transportation for statewide travel.

Special Requirements: Must be available for non-traditional work hours to meet the needs of children and families.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Maggie Bishop, Administrator III, #11750

Reviewer's Signature

Date

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date Reviewed

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name and Title, Position #: Marci Morris, Administrator II, #11890

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved